

WESTERN EDUCATION AND LIBRARY BOARD

Application for Childcare Support 2011/2012 Academic Year for Part Time students

**TO ENABLE THIS CLAIM TO BE PROCESSED YOU MUST SUBMIT THE
INLAND REVENUE TAX CREDIT AWARD NOTICE (TC602)**

- You **must** be in attendance on a part time course
- You **must** use **registered or approved** childcare to receive a childcare grant
- Do not include the Government's free early years education in your claim
- A **separate** form is required for **each** childcare provider
- This form is in three parts. **Please complete Part A**, arrange for your **childcare provider to complete Part B and your college to complete Part C** before returning this form to Studentfinance NI.
- Your childcare provider will be asked to **confirm actual payments** at the end of each term.
- If payments are different from the estimates, the next childcare payment will be reduced or increased, whichever is appropriate.

PART A: STUDENT'S DETAILS

Section 1: Personal details

Full Name:

Address:

Date of Birth:

Student Reference No:

Section 2: Details of Childcare Provision

Please note: You are not eligible to receive the Childcare Grant if the Childcare is provided by a registered or approved childcare provider who is:

- Your partner
- A relative of the child and providing care in the child's own home
- A relative of the child providing care away from the child's own home and is only caring for children he or she is related to.

A relative of the child means a parent, grandparent, aunt, uncle, brother or sister related by blood or marriage, or living arrangements.

Use the space below if you wish to give any additional information.

Section 3: Declaration

- Information provided on this form is complete and accurate to the best of my knowledge.
- I understand that if I have given false information, I may be prosecuted and the financial help withdrawn.
- I will notify the Board immediately of any changes, or if I leave my course or defer my study.
- If childcare costs or requirements change or cease, I will repay any overpayment that occurs.
- If I do not provide the evidence or confirmation needed, within the timescales set, I may lose my entitlement and I may have to repay all or part of any support paid to me.

SIGNATURE:

DATE:

PART B: REGISTERED OR APPROVED CHILDCARE PROVIDER'S DETAILS

Must be completed by the registered or approved Childcare Provider.

I confirm that I have agreed to provide childcare as shown below.

Please state what date childcare commenced:

Name of child(ren):

Date of Birth:

School Terms	Weekly Cost
Term 1	
Christmas Vacation	
Term 2	
Easter Vacation	
Term 3	
Summer vacation	

I am registered with:

My registration number is:

Name:

Address:

Postcode:

Telephone no:

SIGNED:

DATE:

Attach a copy of current certificate of registration

PART C:

To be completed by college

I confirm that the student named in Part A is undertaking the following course as a Part Time student.

Course name:

The student is required to undertake (please complete box below with relevant information)

Number of taught hours per week	Number of compulsory placement hours per week

Your name in full:

Your position:

Telephone number:

Email address:

Signature:

Date:

College Stamp

STUDENT CHECKLIST:

Before you return this form to StudentFinanceNI, please check that you have

- Signed and dated this form
- Enclosed the 2011/2012 Inland Revenue Tax Credit Award Notice (TC602)
- Arranged for your childcare provider to complete Part B of this form
- Arranged for your college to complete Part C of this form.
- Enclosed a copy of your childcare provider's current certificate of registration.
- Enclosed your children's full birth certificates (if previously not forwarded).

Data Protection Act 1998: The information you give on this form will be used for the purpose of processing your student support application. Education and Library Boards are under a duty to protect the public funds they handle and may use the information you have provided on this form to prevent and detect fraud. They may also share this information, for the same purposes, with other organisations that handle public funds.

This completed form should be returned to StudentFinanceNI (Further Education Awards Section), 1 Hospital Road, Omagh, Co. Tyrone, BT79 OAW.